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ISL NEWS & VIEWS

Information Services Division

A Newsletter Dedicated To Information Technology In The State Of Montana

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Death, Taxes, and the Year 2000

Where is your agency in the process? Denial, anger, bargaining, or acceptance?

Bruce Hall of the Gartner Group, presented issues, risks, and options for managing the Year 2000 problem in a June 27 video conference attended by various state agency management and Information Technology staff. Gartner Group contends that no organization is *truly* ready for the Year 2000 and that organizations which are not planning for it right now will suffer serious consequences at the turn of the century.

Hall covered the history of the issue, the fact that systems designed in the 60's, 70's, and 80's were not expected to have a life expectancy beyond 5-10 years and date fields were defined with two digits to save space. Now these systems, many far

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Volume 14 No. 2

exceeding their original life expectancy, will require major investments to retrofit to correctly handle the year 2000 and beyond. The cost of compliance will be incurred in software, microcode/hardware upgrades, opportunity lost because of allocation of resources to this effort, and litigation. Gartner estimates that the cost of compliance will be \$1.10 to \$1.65 per line of code in an organization's software application inventory.

What's Inside

Enterprise Wide News

Death, Taxes, and the Year 2000 ..	1
Calendar of Events	2
ISD Decreases FY 97 Rates!	2
ISD FY 97 Rate Schedule	3
Windows 95/NT Still In Test Phase ..	6

Mainframe News

New Mainframe Assembler	6
-------------------------------	---

Meeting News

Recent Actions of ITAC	7
------------------------------	---

TechTalk

Impress 'Em with Insertions, Inserting Paths and Filenames and Special Characters Using WordPerfect 6.1	8
Columns to Tables, WordPerfect 6.1 for Windows	9
Creating Repeating Panels in Approach	10
Special Effects with Lens, Just a Few of the Uses of Lens in CorelDRAW! 5.0	11
ListDirT - Another Windows Free Program	12

Term Contract News

Term Contract Status	12
----------------------------	----

Training News

Training Calendar	14
ISD Class Enrollment Application ..	15

Notes

Editor's Notes	16
----------------------	----

Hall emphasized that the Year 2000 problem is not about dates and technology, but about risk management and contingency planning. Up to 90% of software

applications will fail. Organizations must assure that top management is aware of the potential problems, determine where they have exposure, set priorities, and plan compliance.

ISD has initiated an internal Year 2000 compliance project. We will be communicating with ITMG and ITAC on a regular basis regarding the project. Project plans include contacting agencies regarding their status. For additional information contact Sharon Gorie (444-2918) from the Systems Support Bureau. ■

Megacom 800 In-Wats

The Megacom 800 rate will decrease to 13 cents a minute. This represents an additional 19% reduction below the FY 97 budgeted rate of 16 cents per minute.

Long Distance

Long distance rates will be reduced 19% off the FY 96 rates, as planned. Additionally, long distance calls will be billed at a flat rate of 15 cents a minute for daytime calls and 10 cents a minute for calls placed between 5 PM and 8 AM. Previously calls were billed based on discounts applied to AT&T tariffed rates, which were prone to change. Flat rate billing will provide stability in determining the cost of a call while resulting in no cost differentials to agencies.

Calling Cards

An additional 25% discount will be applied to all calling card calls.

International Calls

An additional discount of 5% will be applied to International (IDDD) calls.

A table of all ISD Rates is listed on the following pages. Please call Jeff Lustgraaf (444-3406) from the Financial Services Unit if you have any questions on FY 97 rates. ■

"ISD is pleased to announce the new rates for ISD services for FY 97. The new rates include significant reductions for mainframe processing, Megacom 800 inbound calling, calling card calling, and international calling. Some of these reductions are in addition to the reductions which were factored into FY 97 agency budgets. These additional rate reductions come as a result of increased workloads and improved price performance on technology purchases and contracts."

Calendar of Events

August 2:

- MOPUG, 1:00-4:00, Mitchell 13A&B

August 7:

- ITMG, 8:30-10:30, Metcalf 111

August 16:

- Governor's Blue Ribbon Task Force, 8:30-4:00, Missoula

August 21:

- ISPG, 1:00-3:00, Montana State Library 208

September 2:

- Labor Day Holiday

September 4:

- ITMG, 8:30-10:30, Metcalf 111

September 5:

- Public Safety Communications Task Force, 1:00-3:00, Yogo Park Inn—Lewistown

September 6:

- MOPUG, 1:00-4:00, Mitchell 13A&B

September 10:

- ITAC, 8:30-11:30, Metcalf 111

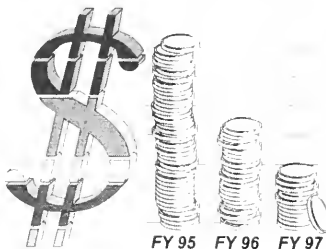
September 18:

- ISPG, 1:00-3:00, Montana State Library 208

Additional IT Meeting Information

A "Directory of Information Technology Meetings" which contains additional Information Technology meeting information may be obtained from the Value Added Server (GUEST\TACINFO\MEETING.W60 or GUEST\ITMG\INFO\MEETING.W60), the State Bulletin Board System (Agency / Administration / Information Services / Files / Advisory Groups / MEETING.ZIP) or by calling ISD (444-2700)."

Rates Decrease



ISD Decreases FY 97 Rates!

ISD is pleased to announce the new rates for ISD services for FY 97. The new rates include significant reductions for mainframe processing, Megacom 800 inbound calling, calling card calling, and international calling. Some of these reductions are in addition to the reductions which were factored into FY 97 agency budgets. These additional rate reductions come as a result of increased workloads and improved price performance on technology purchases and contracts.

Computer Processing Rates

Processing rates will be reduced 33%. This is an additional 20% reduction over the 13% budgeted rate reduction.

Department of Administration Information Services Division FY 97 Rate Schedule

Voice Communications

Long Distance Network

• Day (8:00 am–5:00 pm)	per minute	\$0.15
• Evening (5:00 pm–11:00 pm)	per minute	\$0.10
• Night (11:00 pm–8:00 am)	per minute	\$0.10
800 IN-WATS Service (MEGACOM)	per minute	\$0.13

Station Equipment

• Station Port	per month	\$12.00
• Single Line Set	per month	\$13.00
• SL-1 Set	per month	\$17.00
• M2008 Basic	per month	\$17.00
• M2008 Display	per month	\$21.00
• M2112	per month	\$22.00
• M2616	per month	\$22.00

Meridian Mail

• Voice Mail Box	1 mailbox/month (3 min. storage)	\$5.00
	1 mailbox/month (6 min. storage)	\$8.00
	1 mailbox/month (8 min. storage)	\$10.00
• Announcement	Meridian Mail	\$5.00
• Voice Menu	per month (0–50 calls)	\$25.00
	per month (51–100 calls)	\$50.00
	per month (101–200 calls)	\$100.00
• Access Maintenance (Port Charge) for Menu/Announcements		\$10.00

Automatic Call Distribution (ACD)

• Recorded Announcement		\$37.00
• ACD Agent		\$5.00
• RAN Port		\$11.00
• Access Maintenance (Port Charge) for ACD		\$10.00

Interactive Voice Response (IVR)

• Port Charge	monthly	\$120.00
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Data Communications

Intelligent Device	1 device/month	\$36.00
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Included in this rate are:

- Local Area Network Services (bridges, gateways, and routers; application software support; LAN operating system software; Enterprise network software including Oracle and NetWare 4.x; data circuits; fiber backbone; technical support; and network design)
- Expanded SummitNet Services (routers and data service units; network monitoring and management software; data circuits; Internet access and support; TCP/IP communications; network design, implementation, and technical support; and IP address administration)
- SNA Network Services (gateways, front end processors, controllers, and data service units; software; network monitoring tools; data circuits; and application and technical support)
- Policy planning; contract assistance, administration, and maintenance; administrative and financial support; and Help Desk support
- plus much more!

Other Device (Dumb Terminal)	1 device/month	\$30.00
Remote 56KB Multi-Protocol Service	site/month	\$15.00

Data Communications (cont.)

Non-State SNA Multi Drop Service

- Physical drop/month \$100.00
- Logical drop/month \$20.00

SummitNet Charges (Non-State Entity)

- 56 KB per month \$250.00
- T1 per month \$650.00

Note: Monthly communications service to frame relay point of presence is paid by the customer. Lower rates available in cases where customer provides router equipment.

Portable ZIP!Office per month \$5.00

Video Conferencing

# of Sites	336 Kbps 6 Chns.	384 Kbps 7 Chns.	672 Kbps 12 Chns.	1008 Kbps 18 Chns.	1344 Kbps 24 Chns.
2	\$ 30	\$ 35	\$ 60	\$ 90	\$120
3	\$ 45	\$ 53	\$ 90	\$135	\$180
4	\$ 60	\$ 70	\$120	\$180	\$240
5	\$ 75	\$ 88	\$150	\$225	\$300
6	\$ 90	\$105	\$180	\$270	\$360
7	\$105	\$123	\$210	\$315	\$420
8	\$120	\$140	\$240	\$360	\$480
9	\$135	\$158	\$270	\$405	\$540
10	\$150	\$175	\$300	\$450	\$600
11	\$165	\$193	\$330	\$495	\$660
12	\$180	\$210	\$360	\$540	\$720

Note: The viewing quality of the system is improved at higher transmission rates. A transmission rate of 336-672 Kbps is adequate for most purposes.

In addition to the network fee, there is a Site Management Fee of \$15 per hour per site to cover the video conference room administration and operation costs. (Fee will be \$10 per hour per site through August 1996. The \$15 fee becomes effective September 1, 1996.) Contact the Video Conferencing Coordinator (444-6788) for more detailed rates and scheduling information. Video conferences can be interconnected nationwide and worldwide via AT&T and Sprint video access.

Voice/Data Installation

Voice Mail/Menus/IVR

- Voice Mail Setup Charge \$5.00
- Voice Menu Setup Charge \$100.00
- Interactive Voice Response (IVR) \$250.00

Voice/Data Installation (cont.)

WilTel Installations—Voice/Data

• Activate Voice/Data—Existing Jack	\$26.00
• Install Duplex Jack-Activate (2-3 Pair Level 3)	\$88.00
• Install Simplex Jack-Activate (3-3 Pair Level 3)	\$71.00
• Place Set at Hot Jack	\$15.00
• Disconnect Jack	\$5.00
• Feature Changes	\$5.00
• Level 5 Wiring 2-4 Pair Duplex Certified	\$125.00
• Type I Data Wiring	\$105.00
• Labor—Hourly	\$55.00

Computer Processing Services

Batch CPU Second*	1 CPU second	\$0.8341
• EXCP*	1000 EXCPs	\$0.1646
• Tape Mounts	1 mount	\$1.0000
CICS CPU Second*	1 CPU second	\$0.6270
IDMS CPU Second*	1 CPU second	\$0.6270
TSO CPU Second*	1 CPU second	\$1.0216
TSO EXCP*	1000 EXCPs	\$0.1920
Tape Storage	1 reel day	\$0.0111
Tape Storage Archive	1 reel day	\$0.0055
Disk Storage	1 MB/day	\$0.0144
Printing		
• Local 1 Part	1000 lines	\$0.6099
2 Part	1000 line	\$0.8839
3 Part	1000 lines	\$1.1310
• Remote Print	1000 lines	\$0.0442
• Laser Print	1 page, 1 side	\$0.0270
	1 page, 2 sides	\$0.0485

*Processing Adjustments

Discount:

33-35% non-prime time processing—Batch and IDMS, depending upon class;

50% non-prime time processing—TSO

Surcharge:

10% scheduled production;

10%-150% depending upon priority requested

Other Production Support

Data Entry	1000 keystrokes	\$2.70
I/O Control	1 hour	\$20.00
LAN Support	1 hour	\$42.00
Programmer/Analyst	1 hour	\$42.00
LAN Administrator	1 hour	\$42.00

Computer Output Microfilm (COM) Services

COM Master	1 fiche	\$1.75
COM Duplicates	1 fiche	\$0.15

- Status Quo,
- Data Network Rate Increase, and
- Development of a New Rate Based on SNA Utilization.

Lois Menzies alerted members to the importance of planning now for the Year 2000 conversion, when requesting budgetary items to avoid a crisis at the change of the millennium. Lois reminded members that they had removed the Year 2000 budget item from the EPP list at the budgetary planning meeting in February.

Sharon Gorie reported that the Gartner Group Consultants estimate that conversion will cost approximately \$1.10 per line of data. For larger agencies, the cost of data conversion could top the million mark. After discussion, Sharon offered to bring to the next ITAC meeting a plan of action for agencies to prepare for the change.

Mary Bryson asked the group to formally approve six of the seven recommendations of the Coordination Task Force, as outlined in the task force's Personal Services Report. Members approved the recommendations with only one slight modification.

After review of the LAN Services RFI evaluation report, the group decided that the risks associated with pursuing this option outweighed the potential gains. Therefore, the task force recommended to not pursue issuing an RFP for statewide LAN Support Services at this time, due to the inability of the current marketplace to provide all the services currently provided by ISD.

For copies of the reports mentioned, or for further information, please contact Amanda Christen (444-3080) from Customer Relations. ☐



Impress 'Em with Insertions

This month's article is for all you WordPerfect users who are so busy you do not have time to explore in WordPerfect ☹. You stick pretty much to a routine way of doing things because it works and since you already know how to do it, it's fast. A veteran and well-versed WordPerfect user may have discovered these two features

long ago, but you may not know of them.

The first feature is very simple but can be a real time saver. Have you ever been given a hard copy of a document or created one yourself, printed it out and then forgotten from where you got it? Sure, you know the filename but a manual search is time consuming and an automated search may even slow other users down while you try to find the missing path. It's as easy as three clicks to include the path and filename in your document.

Position your cursor where you want the information, usually at the beginning or the end of your document. Then choose **Insert** from the menu bar. From the pull-down menu choose **Other** and lastly choose **Path and Filename**. The path and filename instantly appear. You must have saved your file at least once for WordPerfect to be able to determine the path and filename.

Here's another quick tip that can make your document look more interesting and professional. I would bet that

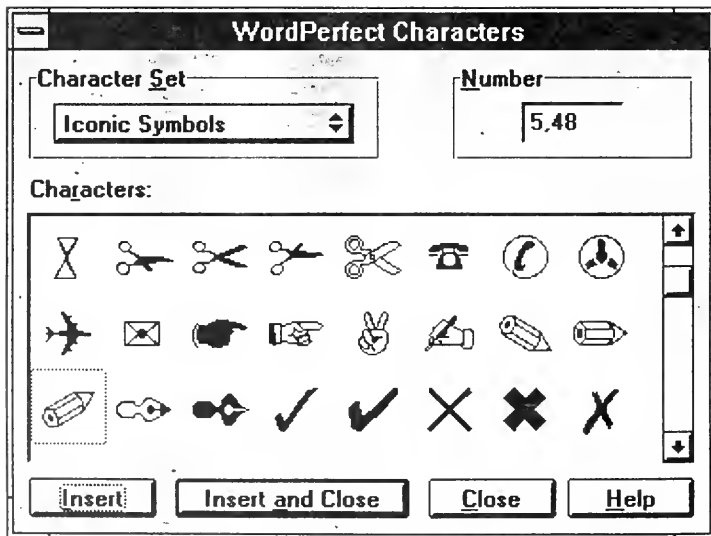


Figure 1: WordPerfect Insert Characters

when you type a fraction it looks like this 1/2, 3/8. That does not look too bad but how about this instead ½, ¾? It can be done with **Insert Character**. Again, it's simple, four or five clicks does the insert and VOILÀ! The diacritic (thanks to Brian Divine for coming up with that term, I almost had to refer to it as a "doohickey") above the A in VOILÀ is another example of the **Insert Character** feature.

Click within your document where the character is to be inserted, select **Insert** from the menu bar, then **Character...** Click on the **Character Set** that contains the desired image. I believe the most versatile selections are

- ☐ ASCII
- ◆ ICONIC
- ⌘ TYPOGRAPHIC
- MULTINATIONAL

That is, unless you are communicating frequently in Japanese or Arabic.

Once you have selected your character set, choose your character by clicking on it. Then click on **Insert** or **Insert and Close** if you are finished inserting characters.

The digits that appear in the **Number** box will be displayed as a reference within reveal codes.

Once the character is inserted it can be dragged and dropped or deleted easily if you need to do some editing. Convert Case even works on letters that have been inserted as characters.

Visually enhance your documents to hold the reader's attention and get your message across.

Call Candace Hastings (444-2858) of End User Systems Support for your WordPerfect, ZIP!Office or BBS questions. ☎



Columns to Tables

WordPerfect 6.1 for Windows

Users often call with the question "How do I get a file containing columns converted into a Table Format?" It is actually an easy process.

You may have a list in column form that looks like this:

Joseph Smithson	Henry Wetterly	John Doe
111 Park Avenue	303 Main Street	444 Riviera Dr.
Butte MT 59701	Helena MT 59601	Missoula MT 59801
Matilda R. Jones	Josephine McDay	Lois Envoy
218 Elm Street.	5060 Montana	405 Dare Ct.
Helena MT 59601	Butte MT 59701	Missoula MT 59801

Before you begin the actual conversion, there is some preparation you may want to do. Open your file and turn on **Reveal Codes**. All tabs will be converted to a separate table column. And each **Hard Return** will be converted into a row. So, make sure there is one tab between the information in your column and one hard return after each line. Save the file.

To begin the conversion, select the information that you want to convert. (If this is pages long, Press F8, CTRL END to select the whole file.). Next, click on **Table, Create**. Make sure **Tabular Column** is selected and click on **OK**. Your file of columns is now converted into Table format.

Joseph Smithson	Henry Wetterly	John Doe
111 Park Avenue	303 Main Street	444 Riviera Dr.
Butte MT 59701	Helena MT 59601	Missoula MT 59801
Matilda R. Jones	Josephine McDay	Lois Envoy
218 Elm Street.	5060 Montana	405 Dare Ct.
Helena MT 59601	Butte MT 59701	Missoula MT 59801

If you have any question regarding tables or any other WordPerfect 6.1 for Windows question, please call (or ZIP!) Sue Skuletich (444-1392) of End User Systems Support. ☐

LOTUS APPROACH

Creating Repeating Panels in Approach

In Lotus Approach you can create repeating panels when you have one or more joined tables. (Refer to the June 1996 issue of *ISD News & Views* for table explanations). A repeating panel displays relevant information from a joined table where a one-to-many relationship exists—where one value in a table corresponds with many values in another table. If we examine our two tables we have been using (Employ and Locate) you will notice that we do not have a one-to-many relationship—only a one-to-one relationship. We need to create another table which will have a one-to-many relationship.

In Approach, select File, New and choose Blank database. We will call it Projects.dbf. Our Record layout will be:

Employ_ID,	TEXT, 6
Project,	TEXT, 25
Start_date,	DATE, DEFAULT
Finish_date,	DATE, DEFAULT

Save the Application using the default name (PROJECTS.APR). You can delete the Projects.apr and .apr files later because all we want is the Projects.DBF/Table. Create a join between the Employ.dbf, Employ_ID field and the Projects.dbf, Employ_ID field (consult the July issue of *ISD News & Views* for an explanation of

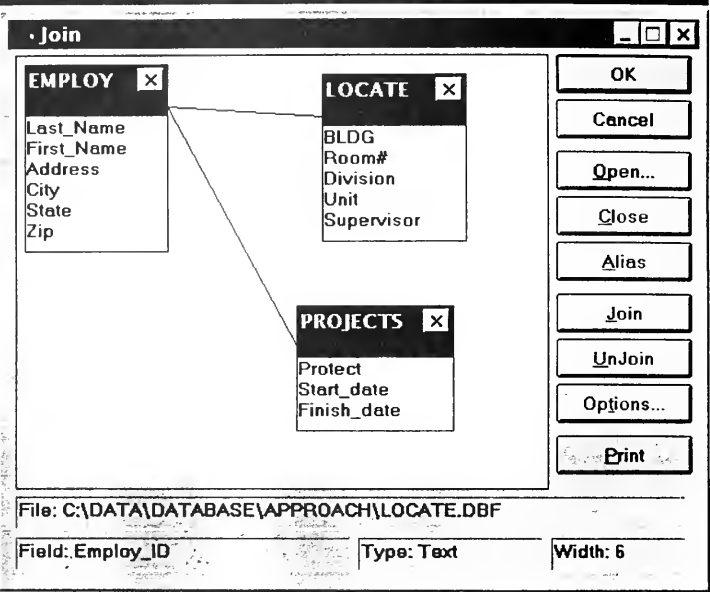


Figure 2: Joined Tables in Approach

joining tables). The joined tables should look like the drawing in Figure 2.

The Repeating Panel which we will create will allow us to see what projects each employee is currently involved with. The one-to-many relationship exists between an

individual employee who is involved in many projects.

The entry form should appear like the drawing in Figure 3 after the addition of the repeating panel.

The Repeating Panels are created by activating design mode, and then

Figure 3: Approach Entry Form after the Addition of the Repeating Panel

choosing **Create, Repeating Panel**. In the database field list make sure that **Projects** is chosen. Add all of the fields from the **Projects** table. Click on **OK**. Your **Repeating Panel** has been created. Locate the panel on your form in the position you wish. If your project table contains multiple projects for an employee in the **Employ** table, you will see all of the projects in your repeating panel. Remember, to create a repeating panel you **MUST** have joined .DBF-Tables where a **ONE-to-MANY** relationship exists. As always, if you have any questions regarding Approach, 1-2-3, or Freelance, please call Brian Divine (444-2791) from End User Systems Support. ☐



Special Effects with Lens

Just a Few of the Uses of Lens in CorelDRAW! 5.0

Lenses are a new capability in CorelDRAW! 5. Working with Lens is probably the simplest of the special effects. The lens is an object that is in front of another object or objects, which allows you to give an object transparent properties, that can make it act like a lens, magnifying the drawing underneath, tinting it, and so on. You can not make a lens out of a group, but

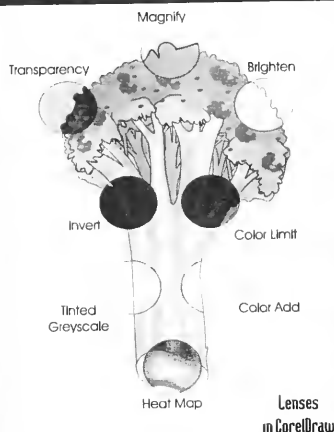


Figure 4: CorelDRAW! Lens Filters

you can place a lens over a group and group them. The lens must also be a closed path. Lenses do not help you draw, but they are a great way of looking at things. CorelDRAW! 5 provides eight lens filters (shown in Figure 4) which are accessible via the **Lens Roll-Up** on the **Effects** menu. This works rather like the **Text Roll-Up**. You select your lens and its attributes and click apply.

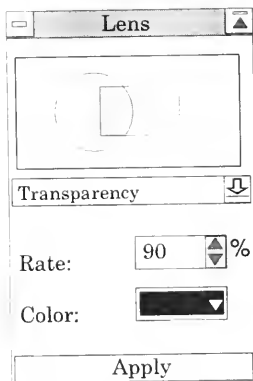


Figure 5: Lens Roll-Up

Magnifying

One of the most useful and impressive lenses is the 'Magnify' lens, which magnifies the image underneath by a specified amount in increments of .1%. The magnifying glass image shown in



Figure 6: Magnify Lens

Figure 6 was created using two Corel clipart images, and a circular 'Magnify 1.2x' lens. The magnifying glass with the lens was then grouped together. This allows you to creatively place the object. Once positioned, the other object was also grouped.



Figure 7: Lens Special Effects

The faces in Figure 7 were created using the clipart image \PEOPLE\MISC\HAPPY (which originally had no glasses), with two lines, one bezier curve, and two ellipses for the glasses. The first one is the original. The second one, has the newly created glasses. The third one has glasses, and a 'Magnify 1.2x' lens. The fourth had color limiting placed on her glasses.

Tinting and Transparency

Tinting an image is achieved using the 'Transparency' lens, although this often simply performs the same task as many other lenses. The opacity, or the clearness, of the transparency is controlled by the **Rate**. The higher the number, the more transparent (clearer) the object. At 100% the object is perfectly clear—as though you are viewing it through a pane of glass. For

instance, the woman on the right with the sunglasses looks as though she was created using a 'Transparency' lens, but was in fact created using a 50% Black 'Color Limit' lens. The 'Color Limit' lens, however, hides all the color below. Black and the color of the lens are the only colors not hidden. White and light colors of the filtered object are changed to match the lens color. (You could also create 3D glasses using a red and green 'Transparency' lens.) Another example is the fact that a White 'Transparency' lens has the same effect as a 'Brighten' lens.

Tinted Grayscale

If your document contains a color photo, the 'Tinted Grayscale' lens can convert this photo to a halftone. Corel clipart can easily be converted into grayscale images as well. Lighter colors are converted to light greys while darker colors are converted to dense grays. Black remains black. Some of the effects are shown in Figure 8.



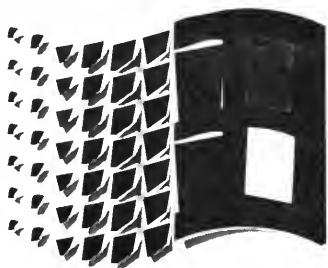
Figure 8: Tinted Grayscale Lens

Effects of the 'Tinted Grayscale' lens:

- First: normal color
- Second: normal grayscale - a black lens
- Third: brighter - a grey lens
- Fourth: colored - a red lens

Stay tuned in next month... Same Corel Channel... Same COREL time... For more exciting Corel Graphics news.

For more information or if you have questions, call Jerry Kozak (444-2907) from End User Systems Support. ☐



WINDOWS FREEBIES!

ListDirT

Copyright, Donald M. Ludlow, 1996

ListDirT is a valuable utility program that generates a report detailing the external storage occupied by a user's system. It lists the subdirectories and, optionally, file names for any designated drive path and that drive path hierarchy. For example, the program can show the whole directory tree of the C drive and how big each of the subdirectories are. The sum total of the storage allocated appears in the immediate parent subdirectory. The report can also show what percentage the subdirectory occupies on the containing drive. The program gives results similar to the DOS TREE command except ListDirT runs under Windows and can give file size statistics. ListDirT also details space allocation that appears unused due to the Windows cluster size allocation technique.

If you would like a copy of ListDirT, the files are available on ISD's Value Added Server in \GUEST\WINDOWS\WINADDON\LISTDIRT, or contact Denny Knapp (via ZIP!, at 444-2072, or via the Internet at dknapp@mt.gov) from End User Systems Support. ☐



Term Contract Status

Dell Computer

Dell Leapfrogs Competition in US Corporate PC Market

Dell Computer Corporation surpassed competition last year in desktop sales to the US corporate market, according to research performed by International Data Corporation (IDC). With 13 percent marketshare among US medium and large businesses, Dell is now ranked second in sales in the corporate PC market.

Today, more than 90% of Dell's revenues are generated by business and government. Dell's business-centered strategy has driven a growth rate twice the industry's average over the last 20 quarters.

Dell's popularity with customers is supported by a recent Computer Intelligence (CI) study that shows Dell with the highest customer loyalty among the Windows-Intel brands and the second highest customer loyalty industry-wide.

Dell Announces Aggressive Server Price Cuts

On July 10, Dell announced price cuts on the PowerEdge line of Servers for the third time in as many months, underscoring its aggressive price

leadership position. The latest pricing actions reduced prices by as much as 18%.

This latest price cut is a series of server price reductions made possible by Dell's direct business model which avoids inventories of finished goods, and keeps operating expenses low, giving Dell the unique ability to quickly pass savings along to customers. This price cut is the result of recent industry cost reductions on components including memory, processors and tape backup units.

In addition to price reductions, Dell is offering customers the Microsoft Windows NT Server operating system (a retail value of approximately \$1000) at no additional charge with every PowerEdge server shipped through the end of September. Upon request, Dell will factory install and custom configure the software at no additional charge. NT Server is a State standard for general purpose, multi-user application servers (such as Oracle), and for the mid-tier platform. The State standard for file and printer servers continues to be Novell Network.

Any Questions? Contact Scott Mangum (800/274-7799 ext. 66226, or via the Internet at scott_mangum@dell.com.)

Digital/MicroAge/Alpine Computing

If you have any questions regarding Digital PCs, need a quote, or would like to see one of our new notebook computers, please call Steve Woolley (442-0050 or 800/290-4743) at MicroAge.

Price Decrease!!!

Digital recently announced a 12-15% price reduction to the award winning HiNote VP laptop. The HiNote VP is a Pentium based notebook computer with easy to upgrade memory and large hard drives. We have also had

price reductions on our Venturis line as well as many of our servers. Please call for the latest pricing and information.

New Desktop PC

Effective June 3, Digital announced a new line of desktop PCs called the Venturis FX. The Venturis FX is the next generation of the Venturis PC family.

Venturis FX Standard Features:

- Intel Pentium Processors from 100MHz to 166MHz
- Advanced EDO DRAM, Expandable to 192MB
- 256KB pipeline burst synchronous cache (512KB max)
- S3 Trio 64V+ PCI Graphics accelerator
- 1MB EDO graphics memory (2MB max)
- 6 SIMM sockets (single SIMM upgrade path)
- PCI bus master enhanced IDE
- Available in low profile or short tower enclosures
- 845MB and 1.6GB EIDE hard drives

'PC World' says Digital Prioris XL Server is a Best Buy!

The May issue of *PC World* gives the Digital Prioris XL 5133 server a big thumbs up, tagging it a BEST BUY. The Best Buy Digital Equipment Prioris XL 5133 Server is the "fastest workgroup server we've tested..." say the reviewers.

The Prioris XL scored high for its aggressive pricing and quality engineering. The Prioris XL is now available with 166MHz and 166MHz dual Pentium processors for users who want scaleable power and multiple application support. ■

Training Calendar

This schedule has been assembled by the Helena College of Technology of The University of Montana. If you have any questions about enrollment, please call 444-6821.

All classes will be held at the Helena College of Technology, Room 211, at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1.

To enroll in a class, you must send or deadhead an enrollment application to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6821. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.* HCT is also willing to schedule specific classes by request from state agencies.

	<u>DATES</u>	<u>COST</u>	<u>LENGTH</u>
Data Base Classes			
Intro. To Oracle	September 4, 5, 6	255.00	3
Oracle Forms, <i>Prereq. Intro. to Oracle</i>	September 24, 25, 26	255.00	3
Oracle End User Tools, <i>Prereq. Intro. to Windows</i>	October 10	85.00	1
Oracle Reports, <i>Prereq. Intro. to Oracle</i>	August 27, 28	255.00	3
Oracle Reports, <i>Prereq. Intro. to Oracle</i>	October 7, 8	170.00	2
Data Network/Mainframe Classes			
Customized Novell Training	August 26-30	1000.00	5
Advanced AIX/UNIX	August 19-21	approximately 700.00	3
Microcomputer Classes			
Introduction to Windows	September 3	85.00	1
Introduction to Windows	October 1	85.00	1
ZIP!Office, <i>Prereq. Intro to Windows</i>	September 23 (am)	32.50	1/3
ZIP!Office, <i>Prereq. Intro to Windows</i>	October 9 (am)	32.50	1/3
Intro. to Internet, <i>Prereq. Intro to Windows</i>	September 13 (am)	42.50	1/2
Intro. to Internet, <i>Prereq. Intro to Windows</i>	September 27 (am)	42.50	1/2
Internet, <i>Prereq. Intro to Windows</i>	October 28, 29	170.00	2
Word Processing Classes			
WordPerfect 6.1 for Windows, <i>Prereq. Intro to Windows</i>	August 19, 20	170.00	2
WordPerfect 6.1 for Windows, <i>Prereq. Intro to Windows</i>	September 19, 20	170.00	2
WordPerfect 6.1 Conv. Windows, <i>Prereq. Intro to Windows</i>	October 2	85.00	1
WordPerfect 6.1 for Macros, <i>Prereq. WP 6.1 for Windows</i>	October 24	85.00	1
Spreadsheet Classes			
Lotus for Windows, <i>Prereq. Intro to Windows</i>	September 16, 17	170.00	2
Lotus Conv. for Windows, <i>Prereq. Intro to Windows</i>	August 1	85.00	1
Lotus Conv. for Windows, <i>Prereq. Intro to Windows</i>	October 30	85.00	1

Prerequisites may be met with consent of Instructor.

The Helena College of Technology makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the College no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

ISD Class Enrollment Application

COMPLETE THIS APPLICATION **IN FULL** AND RETURN
IT **AT LEAST ONE WEEK PRIOR** TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & Division: _____ / _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION MANDATORY

User ID: _____

Agency #: _____

Authorized Signature: _____

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.**

**DEADHEAD COMPLETED FORM TO:
COMPUTER TRAINING CENTER
HELENA COLLEGE OF TECHNOLOGY
OF THE UNIVERSITY OF MONTANA
PHONE 444-6800 FAX 444-6892**



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Information Services Division: 406/444-2700



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Information Services Division
PO Box 200113
Mitchell Building Room 229
Helena, MT 59620-0113



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